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Personnel**



OFFICIAL DUTY HOURS

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This instruction establishes and defines duty hours and requirements for all federal civilian personnel assigned or attached to the Air Force Personnel Center (AFPC). Maintain and dispose of records created as a result of prescribed processes in accordance with AF Records Disposition Schedule (RDS) (<https://webrims.amc.af.mil>). The Paperwork Reduction Act of 1995 affects this instruction. The Content Management Program per AFI 33-360, volume 2, *AF Content Management- Information Management Tools* affects this instruction. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision is driven by the implementation of the Credit Hours, Uncommon Tour of Duty, and Telework Programs (paragraphs **2., 3., 4.**). Adds glossary (**Attachment 1**). A bar (|) indicates revision from the previous edition.

1. Normal Duty Hours. Normal duty hours are from 0730 to 1630, Monday through Friday, with a 1-hour lunch period unless an Alternative Work Schedule (AWS) or Uncommon Tour of Duty has been approved by the employee's director. The normal lunch schedule is between 1100 and 1300. Lunch may be scheduled at another time at the discretion of the supervisor; however, the lunch period may not vary to shorten the duty day. Daily accounting of normal duty hours is documented on AFPC IMT 100, **Time and Attendance Sheet**.

2. Alternative Work Schedule (AWS). An Alternative Work Schedule may be approved by the Director for employees in lieu of the fixed Normal Duty Hours. AWS enables employees to select and alter their work schedules to better fit personal needs and help balance work, family, and personal responsibilities. One of the categories under AWS that is approved for AFPC usage is the Flexible Work Schedule (FWS).

2.1. Flexible Work Schedule. The FWS is used as a management tool to improve mission effectiveness and productivity by flexing work schedules to meet workload requirements. Directors have the authority to designate which of their offices may operate under a flexible work schedule. Supervisors of these designated areas approve flexible schedules to ensure effective use of personnel to meet mission requirements. The flexible work schedule, under the Flexitour model, consists of workdays with (1) core hours and (2) flexible hours. The employee is allowed to select starting and stopping times within the flexible hours which are approved by the supervisor. Daily accounting of this schedule is documented on AFPC IMT 100. Supervisors will schedule all personnel to work a 5-day, 8-hour per day work week. Hours of work in excess of the scheduled 8 hours a day for civilians must comply with AFPC Instruction 36-7, *Civilian Overtime*. The following is criteria for a FWS:

2.1.1. Fixed Core Hours are: 0900 - 1500, Monday - Friday.

2.1.2. Permissible Flexible Hours are: Between 0600-0900 and 1500-1800, Monday through Friday. A variance to these hours may be allowed where customer service would require beginning and ending times to differ from the permissible flexible hours. (For example; DPCB Contact Center extends 15 min past the permissible hours [1815 hours] to accommodate customers at closing time.)

2.1.3. A minimum of 30 minutes for lunch break between 1100-1300, Monday - Friday. The lunch period may not vary to shorten the duty day.

2.1.4. Supervisors maintain adequate staffing during normal duty hours to be fully responsive to mission and supervisory requirements.

2.2. Credit Hours. Credit Hours are hours worked within a Flexible Work Schedule. They are available to all civilian supervisory and non-supervisory employees which allows employees to **periodically** vary his/her work schedule based on working extra hours, within the FWS (0600 to 1800) listed in paragraph 2.1., for credit to be applied to extra hours or days off. Approval of Credit Hours must be requested by the employee, before they are worked, via written request to the first-line supervisor. Supervisors should retain credit hour approval documentation to support Time and Attendance entries. Signature on AFPC IMT 100, at the end of the pay period will validate all entries to include credit hours. No more than 2 Credit Hours can be earned in a workday, for a maximum 10-hour workday and 50-hour workweek. Credit Hours are generally earned during a normal workweek (Monday through Friday) and up to 8 Credit Hours can be earned on Saturday with prior approval. Credit hours may not be earned on Sunday. A maximum of 24 Credit Hours can be "banked" or carried over from one pay period to another. Credit Hours in excess of the 24-hour carryover limitation will be forfeited. Credit Hours may be earned and taken in 15 minute increments. Credit Hours are documented as earned on the time sheet using the code "CD" and as taken on the time sheet using the code "CN." Credit Hour usage requires advance supervisor approval, and may be taken in the pay period in which they are earned or in subsequent pay periods, but not before they are earned. Employees participating in Credit Hours will normally work normal duty hours (5 days/8 hours) while either in TDY status or training for the pay period involved. Credit hours may not be earned on a holiday. When absent from work other than a holiday, employees will be charged with leave equal in hours to the scheduled length of his/her workday. While the goal is to allow as many employees as possible to utilize Credit Hours if they choose, management reserves the following rights: to determine participation, the level of participation, set up or change any work schedule in order to assure adequate employee and supervisory coverage to meet operational demands of mission requirements (this will be accomplished on a case-by-case basis and will be based on mission needs); to modify or discontinue the use of Credit

Hours for individuals or group of employees at any time based on mission needs; to temporarily suspend Credit Hours to meet peak or unusual mission demands; and to limit participation for new hires requiring close supervision, employees scheduled for formal training, and for employees with documented performance deficiencies or misconduct which would require close supervision.

3. Uncommon Tour of Duty. An uncommon tour of duty is any 40-hour basic workweek scheduled to include Saturday and/or Sunday, for four workdays or less but not more than six days of the administrative workweek. An uncommon tour of duty may be established when necessary for efficient operations or when the cost of operations can be reduced without imposing undue hardship on employees. When supervisors schedule more than one 8-hour shift in a 24-hour period and an overlapping of shifts to permit time off for lunch is not possible, supervisors may authorize an on-the-job lunch period of 20 minutes or less. Supervisors should document this schedule on the Uncommon Tour of Duty IMT (**Attachment 2**) and file in the Supervisor's Work Folder. Daily accounting of this schedule is documented on AFPC IMT 100. AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*, requires the 12 MSS/DPC to approve shifts that include a Saturday or a Sunday. Any new requests for approval should be submitted via SSS through the Directorate office, and in turn to AFPC/DSHC. AFPC/DSHC will staff the request and provide to 12 MSS/DPC for final approval.

4. Telework Program. AFPC has established a Telework policy in accordance with the requirements of Section 359 of Public Law No. 106-346 and Department of Defense (DoD) Telework Policy and Guide. This policy outlines procedures for employees that may participate in teleworking, without diminished employee performance. The telework agreement requires; supervisory approval, directorate approval and recommendation to HQ AFPC/DPD for coordination for security and information technology, HQ AFPC/DSHC coordination and recommendation, and HQ AFPC/CD coordination as the final approving authority. The current approval authority granted by HQ AFPC/CD at this time is for situational purposes only. Teleworking is a management option and not an employee benefit or right. Some of the factors to consider for program participation are: mission impact, funding, participant selection, and appropriate position or billet. Program participation may be terminated at any time if the participant fails to comply with provisions of the teleworking agreement. In-depth program information and required documents for submission of a Telework Package are located on the HQ AFPC/DSHC website.

5. Deviations. Any deviation from the normal tour of duty should be approved by the appropriate AFPC employee's supervisor/director.

5.1. Excused Absence for Organizational Activities and Physical Fitness for Air Force Appropriated Fund (APF) Civilian Employees. The AFPC policy on excused absence for organizational activities/physical fitness is located on the AFPC/DSHC website: <http://intraweb/ds/DSHC/DSHC%20main.htm>.

6. Information Collections, Records, and Forms/IMTs.

6.1. Information Collections. No information collections are created by this publication.

6.2. Records. Records created by this instruction will be maintained in accordance with the Air Force Records Disposition Schedule.

6.2.1. AFPC IMT 100 (original maintained by DSC) - table 65-22, rule 3; other copies table 65-22, rule 3.1.

6.2.2. Uncommon Tour of Duty Approval, table 36-32, rule 14.

6.3. Forms/IMTs Prescribed.

6.3.1. Forms/IMTs Adopted. No forms/IMTs are adopted by this publication.

6.3.2. IMTs Prescribed. AFPC IMT 100, **Time and Attendance Sheet**.

ANTHONY F. PRZYBYSLAWSKI, Maj Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-360, volume 2, *AF Content Management- Information Management Tools*

AFI 36-807, *Weekly and Daily Scheduling of work and Holiday Observances*

AFPCI 36-7, *Civilian Overtime*

Abbreviations and Acronyms

AWS—Alternative Work Schedule

DoD—Department of Defense

IMT—Information Management Tool

RDS—Records Disposition Schedule

Attachment 2**UNCOMMON TOUR OF DUTY**

1. Organizational Unit: (complete in full and do not use office symbols)
2. Position Title:
3. Reason for uncommon/irregular tour of duty:
4. Propose Tour (do not include employee's name):

a. Complete the following items:

<u>#of Employees</u>	<u>Work Days</u>	<u>Duty Hours</u>	<u>Lunch Period</u>
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For Example: From To From To

Tuesday-Saturday

Monday-Friday

- b. Are employees to be rotated? Yes__ No__ If yes, how often?__